

## Cancel a Purchase Order

Only POs that have been budget checked, approved and/or dispatched, and which have been vouchered can be cancelled using the PO Workbench.

**Navigation:** *Purchasing → Purchase Orders → Reconcile Pos → Reconciliation Workbench*

1. Verify Business Unit.
2. Find an Existing Value Tab - Click Search.
3. Reconciliation Workbench Page – Click Search to bring up all POs.
4. Select (✓) the POs you want to cancel.
5. Click Cancel.
6. A message box will appear asking, “Continue to Cancel POs”.
7. Click Yes.
8. You will return to the Reconciliation Workbench page. The PO Status should now be canceled.
9. Budget Check canceled POs. This needs to be done to relieve encumbered funds. **Navigation:** *Purchasing → Purchase Orders → Budget Check*
10. PO Budget Check Request Page – Click Search
11. Click PO\_BCM. This Run Control ID needs to be set up the first time it is used. Refer to the PO Reconciliation Scripts.
12. Process Frequency = Always
13. Business Unit = Value (Verify/Enter your business unit.)
14. Click Run.
15. Server Name = PSNT
16. Click OK. A process instance will appear under the Run Icon.